

# REDGRANITE CORRECTIONAL INSTITUTION (RGCI)

## VISITOR GUIDELINES

920-566-2600  
1006 Co. Rd. EE  
Redgranite, WI 54970

### DIRECTIONS

From Madison: Take Hwy 90-94 west to Hwy 51-39 north to Hwy 21 east (Coloma exit) to Redgranite (you will go through Wautoma on Hwy 21). At the stoplight in Redgranite take Cty Rd. E north to Cty Rd EE to RGCI.

From Milwaukee: Take Hwy 41 north to Hwy 21 west (Oshkosh exit) to Redgranite. At the stoplight in Redgranite take Cty Rd. E north to Cty Rd EE to RGCI

From Green Bay: Take Hwy 41 south to Hwy 21 west (Oshkosh exit) to Redgranite. At the stoplight in Redgranite take Cty Rd E north to Cty Rd EE to RGCI.

### VISITING HOURS

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**Effective Tuesday, May 15, 2018, RGCI will be suspending visits on Tuesdays and Thursdays until further notice. This will be reviewed at a later date.**

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Monday, Wednesday and Friday: 2:15 p.m. to 8:45p.m. Maximum visiting time is three hours.

Saturdays, Sundays, & Holidays: 8:00 a.m. 3:30 p.m. Maximum visiting time is two hours.

(Holidays include New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day,

Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve). The Friday after Thursday holidays will also be 8:00am to 3:30pm.

Inmates are permitted only one visit per day with a total of three visits per week (Mon. –Sunday).

Only one of the three visits may be on the weekend. (Saturday & Sunday)

Visitors will be allowed into RGCI no earlier than ten minutes before visiting hours.

There will be no admittance into the institution ONE HOUR before the end of visiting hours (7:30pm Mon. – Fri. and 2:30pm Sat. & Sun.)

### ARRIVAL AT REDGRANITE CORRECTIONAL INSTITUTION

- Handicap spaces are provided for visitors who have a physical disability. Vehicles using the handicap parking spaces must have license plates or state approved display cards that authorize handicap parking.
- Weapons, illegal drugs, and alcohol are not allowed on state property.
- No persons or animals are permitted to be left unattended on facility grounds, including in vehicles.
- No loitering is permitted in the parking lot area. No one is allowed to remain on state property waiting for other persons who are visiting.
- Anyone denied visitation must leave state property immediately.
- No loud car radios/boom boxes, picnics/tailgate parties, littering or horseplay is allowed.
- Verbal communication, waving, sounding of horns or blinking headlights to signal inmates is strictly prohibited.

- Disabled/stalled vehicles must be reported to the Lobby Sergeant and be attended to and/or removed as soon as possible. Vehicles left on state property for over 48 hours will be towed at the owner's expense.
- Vehicles must be secured (windows rolled up, doors locked). If your vehicle is found unsecured, your visit may be terminated.
- Smoking is prohibited on institution grounds, including the parking lot.

## **NO CONTACT/RESTRICTIVE HOUSING VISITS**

Inmates in restrictive housing and/or under no contact visiting restrictions will be permitted to visit using the audiovisual equipment only. Visiting hours are the same as regular visiting hours but are limited to one hour due to space restrictions. A limit of two adult visitors, maximum of five total visitors is permitted for no contact visits. Visitors may call ahead to determine if an inmate is on a no contact visiting restriction.

## **GENERAL**

Upon arrival at the lobby, visitors must complete a Request to Visit Offender Form (DOC-176) Only visitors on the approved visiting list will be permitted to visit. The maximum number of visitors is ten, of which five may be adults. Visitors will not be permitted to stay in the lobby unless waiting to enter the institution. Lockers are provided at no cost for items not allowed in the visiting room. Visitor's hands will be stamped and checked by the Lobby and Visiting Room staff when entering and leaving those areas. Individuals must conduct themselves in an appropriate and courteous manner and comply with all the rules and instructions.

## **IDENTIFICATION**

All visitors age sixteen (16) or older shall provide photo identification. Acceptable forms of identification are:

- Valid State driver's license.
- Valid passport or visa.
- Valid Department of Transportation ID.
- Valid military ID.
- Valid tribal ID (if it provides photo).

## **METAL DETECTOR**

All visitors with the exception of DOC, DOJ employees, law enforcement, judges, DAs, parole commission, Governor and legislators, must pass through and clear the metal detector. In order to expedite the entrance process, visitors should avoid wearing clothing with metal attached (such as buckles, snaps, excess jewelry, bib overalls, underwire bras, etc.) Visitors will be denied entry to the visiting room if he/she is unable to successfully pass through the metal detector after three attempts. The visitor may opt for a televisit if unable to clear the metal detector.

## **SPECIAL ACCOMMODATIONS**

Visitors requiring wheelchairs will be expected to utilize institution provided wheelchairs inside the institution and will be expected to switch from their personal wheelchair to the institution provided wheelchair on their own accord and/or with assistance from family/friends. Institution staff will not assist in switching or pushing wheelchairs.

Visitors unable to use an institution/center provided wheelchair (i.e., require a specialized chair, custom fitted, motorized, electric scooters, etc.) or visitors with Medical Appliances/Assistive Devices will need to submit a completed DOC-2424 to the Security Director/designee prior to the visit.

## **PROPERTY ALLOWED IN THE VISITING ROOM**

- Money, not to exceed \$20.00 for each visitor.
- Comb, pick or brush, limited to one for each visitor.
- Up to two (2) baby blankets for each child.

- Up to four (4) diapers for each child. Diaper bags are not allowed.
- Up to two (2) plastic baby bottles for each child.
- One (1) hand-held baby seat for each child.
- Diaper wipes. Shall be kept in a clear plastic bag.
- One (1) pacifier for each child.
- One (1) coat and one (1) pair of gloves for each visitor.
- Headwear (provided it does not conceal identity).
- One (1) facility locker key.

## **VISITOR DRESS CODE**

The visiting room at RGCI stresses a “family” atmosphere. The dress code listed below has been developed to ensure a safe and secure environment that is appropriate, tasteful and conducive to a “family” atmosphere. Acceptable attire and footwear shall be worn at all times. Internet “smart” technology and electronic recording equipment in any form is prohibited. Coats and jackets are not allowed to be worn in the visiting room. They may be left in your vehicle, secured in a locker, or placed on a hook at the entrance to the visiting room.

The following clothing is inappropriate for ALL visitors and will result in denial of entry.

- Watches.
- Transparent/translucent clothing.
- Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
- Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
- Tops and dresses that are strapless, tube or halter style.
- Camisoles and tank tops are only permissible when worn under other attire.
- Tops and dresses that expose the midriff (front and/or back).
- Spandex or Spandex-like and Lycra or Lycra-like clothing. Tights or leggings of this material may be worn under attire of appropriate length as identified in this section.
- Exposed undergarments.
- Clothing with revealing holes, tears or slits.
- Clothing or accessories with obscene or profane writing, images or pictures.
- Gang-related clothing, headwear, shoes, logos or insignias.
- Any clothing that may have the potential to cause undue attention.

**NOTE :** If the Lobby or Visiting Room Sergeants determine that the clothing worn, while meeting the guidelines, still constitutes an inappropriate display, a Supervisor will be contacted for verification and the visit will be denied until the problem is corrected.

## **SPECIAL INFORMATION**

Wisconsin State Statute, 302.095, prohibits the delivery of any article to an inmate in a State Correctional Institution; or depositing or concealing an article within the State Correctional Institution or its boundaries; or receiving an article to convey out of the institution that is contrary to the rules and regulations and without the knowledge or permission of the Warden. Any person found in violation of this law is subject to imprisonment of not more than two years or a fine not exceeding \$500.00

In addition, Wisconsin State Statute 961.465 states, “any person who violates s.961.41 (1) or (1m) by delivering or possessing with intent to deliver a controlled substance to a prisoner within the precincts of any prison, jail, or House of Correction, is subject to the applicable fine under State

Statute 961.41 (1) or (1m) or imprisonment of up to twice that authorized by 961.41 (1) or (1m) or both”.

RGCI is committed to maintaining a drug-free institution and will actively investigate and prosecute any individuals bringing drugs into this facility. This facility will take whatever actions are deemed necessary to prohibit the entrance of drugs and other contraband.

Anyone who exhibits signs of intoxication will not be allowed entrance to RGCI.